

Training Specialist – Nashville, TN

State of Tennessee



JOB SUMMARY

The Training Specialist delivers training to enterprise procurement professionals on a variety of procurement topics, in various forums [e.g., classroom, on the job, webinar, over the telephone]. The Training Specialist supports the Training Administrator in the development and implementation of the procurement training program and provides recommendations for curriculum and materials used to train procurement professionals.. The specialist works with internal and external stakeholders, and reports to the Training Administrator. In addition to identifying and recommending procurement best practices into training and certification policies and programs, the Training Specialist must develop and implement effective methods to deliver training throughout the levels of the enterprise procurement organization.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Under the direction of the Training Administrator:

- Works collaboratively with internal and external stakeholders to identify the training needs for the enterprise procurement organization.
- Supports and provides recommendations to the Training Administration in the development and implementation of training policies, schedules, and classes. Furthermore, the Training Specialist adds significant input in the development of all training curriculum and materials.
- Delivers training programs to enterprise procurement professionals.
- Provides input and recommendations to the Training Administrator on the allocation of resources and materials to implement enterprise training with long-term goals.
- Reviews existing training policies and procedures, identifies deficiencies, and provides recommendations for improvement to the Training Administrator.
- Understands enterprise performance measures to identify organizational limitations and deficiencies in staff knowledge that may be improved with enhanced professional development and skills-based training.
- Possesses and demonstrates strong knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Solves common problems associated with procurement and contract activities from agency procurement staff.
- Develops and maintains internal and external means of communicating training strategy to all affected stakeholders. Implements policies and procedures to training requirements that are aligned with delegated purchasing authority and Edison user access.
- Works closely with other central procurement teams for input and expertise in the development of training curriculum and materials.

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MINIMUM QUALIFICATIONS

- Completion of a four-year Bachelors degree from an accredited college or university

OR

- 4 years of training or professional procurement experience in private or public sector organizations.

IN ADDITION:

- Experience within a training program.
- Excellent organization skills.
- Excellent presentation, verbal and written communication skills.

PREFERRED QUALIFICATIONS

- Demonstrated skills using Oracle, Peoplesoft 8.9, or other enterprise procurement systems.

ADDITIONAL INFORMATION

Only applicants that meet the basic requirements for this position will be interviewed. Interested candidates should submit the following to charlotte.mckinney@tn.gov:

- Resume which includes college GPA, salary history, and all employers / work experience following college graduation.
- Availability date.

**Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*